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17 September 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Weekly Report --
Week Ending 17 September 1976

1. Recruiters' Conference: Our conference for the recruiters to date appears to be a complete success. They have especially enjoyed the opportunity to hear comments from the Director and the Deputy Director for Administration.

2. External Employment Activities: On 14 September Chief, Retirement Affairs Division, and Chief, Counseling and Employee Assistance Branch, visited the Department of State at the request of Mr. John Ferchak, Director of Executive and Professional Placement Service (EPPS), Department of State. The EPPS is basically the Department's old Out Placement Division with a new name, a reorientation of effort, and a new definition of its clientele; i.e., executives and professionals, no clerks or technicians. Mr. Ferchak gave us an enthusiastic description of all his activities.

3. Special Option for Certain CIARDS Participants:

Memos Sent	1,260
Memos Returned	1,211
Elected CIARDS	1,196
Elected Civil Service	15

4. Alumni Day: We have now received 694 replies to the Alumni Day letter, with 264 of those responding in the affirmative. As of 16 September, 73 replies had been received from the recipients of the 333 additional letters which were mailed to retirees this past Monday.

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5. Foreign Gifts: Miss Jane Guilbault, Office of Protocol, called to report that the foreign gifts which the Agency turned in last July were part of a shipment forwarded to the Government Services Administration in August. She will be forwarding a copy of the manifest for our records. When told that we had some more gifts to send her, she asked that we hold off until mid-October as she does not have room for them at this time.

6. Annual Awards Ceremony: Arrangements have been completed for the Annual Awards Ceremony to be held at 2:45 p.m. on 17 September in the Headquarters auditorium. The 40 employees who are to receive their certificates from the Director have been sent a memorandum of instruction and special tickets for reserved seats. Officials to be seated on stage have also been sent information concerning the ceremony by the Director of Personnel.

7. Contract Employees' Pay Increase: During this week, Contract Personnel Division and Chief, Review Staff, have been preparing the Headquarters Notice regarding the eligibility for within-grade increases and legislative pay increases for contract employees.

8. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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[REDACTED] -- Independent Contractor --
Office of Logistics -- new hire (one year).

9. Special Briefing: Mr. [REDACTED] of Plans Staff/OP briefed a group from the Office of Geographic and Cartographic Research on personnel applications of systems dynamics on 9 September.

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Coming Events:

1. An Employee Bulletin with a GEHA announcement attached thereto has been sent to Regulations Control Branch. The announcement, which will be out shortly, will inform GEHA members of a new Income Replacement Plan becoming available on 1 November 1976 and of a minor change in the Flight and Accident Policy which permits female employees to insure their husbands.

2. We will complete our review of the Office of Finance's proposed revision of [REDACTED]

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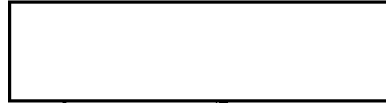
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3. We will hold an Office of Personnel Skills Session on 22 September concerning Central Processing Branch, the Administrative Allowance Committee, etc.



[Handwritten signature]

F. W. M. Janney

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